ESG Grantees: Expectations 2012

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What's New/Coming This Year

- Beneficiary reports, soon to be APRs (we think?)
- New data standards and final HMIS Rule released
- Expanded reimbursement data quality checks
- Coordinated Assessment CoC requirement:
  - Standardized intake forms
  - Coordinated referral systems

HMIS TA and Monitoring

- TA focus through end of 2012
  - Webinars, onsite agency-specific and community-wide training sessions hosted by agencies,
  - DCA ESG Grantees Only webpage, Pathways webpage, tutorials/demos
- End of 2012 evaluation to establish performance baseline
- Reimbursement request monitoring
- Quarterly monitoring reports

Required PATHWAYS COMPASS Set Up

- ESG Program(s)
- Program Discharge Follow Ups & Outcomes
- Preferred Services

Please read your contract for ALL HMIS requirement details!!!

HMIS Contract Requirements-Exhibit E

Exhibit E
DCA MINIMUM PATHWAYS HMIS REQUIREMENTS

Grantee: **Action Ministries (Central)**   Program Type: **II Transitional**

HMIS Program Name: **BOS Transitional Housing**   HMIS Program Key: **130**

System Set Up

- ☐ Set up a Unique Program in HMIS using program name listed above
  - Complete Program Profile Information and Update When Changes Occur
- ☐ Establish at least one Agency Administrator in HMIS
- ☐ Establish program followups for 90 days and 180 days
- ☐ Enter bed and unit inventory in HMIS

HMIS Data Collection

- ☐ Enter Date of Contact for Outreach programs
- ☐ Enter Date of Engagement for Outreach programs
- ☐ Request HMIS Authorization for all Individuals and/or Family Members Served
- ☐ Enter Universal Data Elements for all Household Members Served
- ☐ Enter all Program Level Data Elements for Head of Household
- ☐ Enroll Client and All Household Members into the Appropriate Program
- ☐ Enter Service Transactions
- ☐ Enter Referrals Provided
- ☐ Discharge Client and All Household Members from Program Within One Week of Leaving
- ☐ Verify Universal and Program level data elements at discharge
- ☐ Fill in Reason for Leaving
- ☐ Enter destination at discharge
- ☐ Enter all income information for all household members at entry and exit
- ☐ Enter all benefits (non-cash) income information for all household members at entry and exit
- ☐ Enter special needs for all household members

Housing Support Standards Data Collection

- ☐ Complete Barriers to Housing Stability Assessment for Head of Household
- ☐ Set Housing Goals on Client Progress Screen for Head of Household
- ☐ Regularly Update Progress on Housing Goals during Program Enrollment
  - Update Status Indicators for Head of Household
- ☐ At Intake
- ☐ At Discharge
- ☐ Annually during program enrollment
- ☐ Complete program follow-up 90 days after discharge
- ☐ Complete program follow-up 180 days after discharge

Security Standards

- ☐ Every computer used to access the Pathways HMIS has:
  - Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates, and has an Individual or Network Firewall
- ☐ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a web site and provided to clients upon request.

Other conditions, alternate instructions, etc.:

Agreement to Follow Minimum Requirements

_____
Signature

_____   _____
Title   Date

Things You Need to Know

- Program Enrollment & Exit Information for Entire Household

- Income and Benefits Information for the Entire Household at Program Entry & Exit

- Program Discharge Follow Ups (as applicable)

- Special Needs Information for the Entire Household at Program Entry & Exit

- Record Client Services & Referrals in system!

Clean Up Tips!!!

Update Program	
Program Name	ALock Testing Program
Program Type	Transitional housing
Site Name	Training Site
County	(None) ▼

Program Entry Information
Click **HERE** to add or edit FINANCE information   Click **HERE** to add or edit SPECIAL NEEDS information

Entry Date	09/01/2012
Housing Status	Housed and at imminent risk of losing housing ▼ Required for Residential and HPRP programs
ZIP Code (last permanent address)	Full Zip Code or Partial Zip Code Reported ▼ 33456
Prior Night's Residence	Refused ▼
Length Of Stay (in Prior Night's Residence)	Refused ▼
Disabling Condition	Refused ▼
Chronically Homeless	No ▼ ⍰

Program Exit Information
Click **HERE** to add or edit FINANCE information   Click **HERE** to add or edit SPECIAL NEEDS information

Exit Date	09/10/2012 ** Exit Date can not be changed after follow up(s) have already taken place **
Destination	Other ▼
Reason for Leaving	Completed program ▼
Housing Status	Housed and at imminent risk of losing housing ▼ Required for Residential and HPRP programs

Save   Cancel

Clean Up Tips cont.

By clicking "Programs" in the Client Visit menu and editing the program:

Income and Benefits at Program Entry and Exit, as well as Special Needs can be added or corrected after program enrollment and/or discharge

Program Level (Entry & Exit) Data Elements can be added or corrected after program enrollment and/or discharge

Make sure you Save any changes/corrections made

Resources for Grantees

- DCA ESG webpage for grantees only (+ FAQs)
  - www.dca.ga.gov , then search for Emergency Solutions Grant
- Webinars and virtual one-on-one meetings
- Agency hosted local trainings-request NOW!
- Tutorials

Upcoming ESG HMIS Webinars!!!!

We plan to offer the following webinars soon, so continue looking for DCA ESG Grantee emails for dates and times:

- Program Discharge Follow Ups & Outcomes
- Data Cleaning by Program Type
- Commonly Used Reports
- And many more…

Please feel free to email us with webinar suggestions!

Other Questions/Open Discussion

WHAT ELSE DO YOU NEED?

April Lockett, PCNI
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Christy Hahn, DCA
- Program design and implementation
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Thank you for your participation!!!